


INVITATION TO BID STATE OF LOUISIANA DIVISION OF ADMINISTRATION OFFICE OF STATE PURCHASING				BIDS WILL BE PUBLICLY OPENED: <div style="font-size: 1.2em; font-weight: bold;">NOV 03, 2005 10:00 AM</div>	
=====> VENDOR NO. : SOLICITATION : 2203272 FILE NO. : M26138D OPENING DATE : 11/03/05 <div style="border: 1px solid black; height: 80px; width: 100%; margin-top: 10px;"></div>		PURCHASING AGENCY NO. : 107001 SEE NO. 8 BELOW. RETURN BID TO <div style="display: flex; justify-content: space-between; margin-top: 5px;"> 2203272 11/03/05 10:00 AM </div> <div style="margin-top: 5px;"> M26138D </div> <div style="margin-top: 10px;"> OFFICE OF STATE PURCHASING OFFICE OF STATE PURCHASING POST OFFICE BOX 94095 BATON ROUGE, LA 70804-9095 </div>			
<div style="border: 1px solid black; height: 80px; width: 100%; margin-top: 10px;"></div>		<div style="margin-top: 10px;"> BUYER : DOROTHEA YOUNG, CPPB BUYER PHONE : (225) 342-8022 DATE ISSUED : 09/26/05 REQ. AGENCY : 264000 FOLD HERE--> DCRT-OFFICE OF STATE PARKS AGENCY REQ. NO. : 72906035 ISIS REQ. NO. : 1281572 VENDOR PHONE : FISCAL YEAR : 06 CLASS/SUBCLASS : 96820 SCHEDULED BEGIN DATE : 00/00/00 SCHEDULED END DATE : 00/00/00 T-NUMBER : </div>			
FILL IN VENDOR NUMBER (FEIN), NAME AND ADDRESS ABOVE, BEFORE SUBMITTING BID.					
HVAC SYSTEM FOR CENTENARY SHS CLIFFORD MELIUS					
TO BE COMPLETED BY VENDOR					
<ol style="list-style-type: none"> 1. _____ PLEASE REMOVE FROM THIS COMMODITY CODE. 2. _____ DELIVERY WILL BE MADE IN THIS NUMBER OF DAYS AFTER RECEIPT OF ORDER. 3. _____ % CASH DISCOUNT FOR PROMPT PAYMENT IF MADE WITHIN THIRTY (30) DAYS. CASH DISCOUNTS FOR LESS THAN 30 DAYS OR LESS THAN 1% WILL BE ACCEPTED, BUT WILL NOT BE CONSIDERED IN DETERMINING AWARDS. ON INDEFINITE QUANTITY TERM CONTRACTS, CASH DISCOUNTS WILL BE ACCEPTED AND TAKEN BUT WILL NOT BE CONSIDERED IN DETERMINING AWARDS. 4. _____ BID BOND ATTACHED, _____ CERTIFIED CHECK ATTACHED, _____ OTHER, IF REQUIRED. 5. _____ BID REFERENCE NUMBER. (THIS NUMBER WILL APPEAR ON RESULTING ORDER OR CONTRACT). 					
INSTRUCTIONS TO BIDDERS					
<ol style="list-style-type: none"> 1. READ THE ENTIRE BID, INCLUDING ALL TERMS AND CONDITIONS AND SPECIFICATIONS. 2. ALL BID PRICES MUST BE TYPED OR WRITTEN IN INK. ANY CORRECTIONS, ERASURES OR OTHER FORMS OF ALTERATION TO UNIT PRICES SHOULD BE INITIALED BY THE BIDDER. 3. THIS BID IS TO BE MANUALLY SIGNED IN INK. 4. BID PRICES SHALL INCLUDE DELIVERY OF ALL ITEMS F.O.B. DESTINATION OR AS OTHERWISE PROVIDED. BIDS CONTAINING "PAYMENT IN ADVANCE" OR "C.O.D." REQUIREMENTS MAY BE REJECTED. PAYMENT IS TO BE MADE WITHIN 30 DAYS AFTER RECEIPT OF PROPERLY EXECUTED INVOICE OR DELIVERY, WHICHEVER IS LATER. 5. AMOUNT OF BID BOND REQUIRED: _____ N/A _____ 6. AMOUNT OF PERFORMANCE BOND, IF REQUIRED. _____ OR 100% OF BID. 7. DESIRED DELIVERY: _____ 030DAYS ARO _____ 8. TO ASSURE CONSIDERATION OF YOUR BID, ALL BIDS AND ADDENDA SHOULD BE RETURNED IN AN ENVELOPE OR PACKAGE CLEARLY MARKED WITH THE BID OPENING DATE AND THE BID NUMBER, OR SUBMITTED IN THE SPECIAL ENVELOPE IF FURNISHED FOR THAT PURPOSE. 9. BIDS SUBMITTED ARE SUBJECT TO PROVISIONS OF THE LAWS OF THE STATE OF LOUISIANA INCLUDING BUT NOT LIMITED TO L.R.S. 39:1551-1736; PURCHASING RULES AND REGULATIONS; EXECUTIVE ORDERS; STANDARD TERMS AND CONDITIONS; SPECIAL CONDITIONS; AND SPECIFICATIONS LISTED IN THIS SOLICITATION. 10. IMPORTANT: BY SIGNING THE BID, THE BIDDER CERTIFIES COMPLIANCE WITH ALL INSTRUCTIONS TO BIDDERS, TERMS, CONDITIONS AND SPECIFICATIONS, AND FURTHER CERTIFIES THAT THIS BID IS MADE WITHOUT COLLUSION OR FRAUD. THIS BID IS TO BE MANUALLY SIGNED IN INK BY A PERSON AUTHORIZED TO BIND THE VENDOR (SEE NO.30). ALL BID INFORMATION SHALL BE MADE WITH INK OR TYPEWRITTEN. 					
VENDOR PHONE NUMBER: FAX NUMBER:		TITLE		DATE	
SIGNATURE OF AUTHORIZED BIDDER - SEE NO. 30, PAGE 3. (MUST BE SIGNED)			NAME OF BIDDER (TYPED OR PRINTED)		

STANDARD TERMS & CONDITIONS

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11 ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO THE BUYER AT THE PHONE AND ADDRESS SHOWN ABOVE.

12. CONFERENCE:

NA
NA
NA

13. BID FORMS.

ALL WRITTEN BIDS, UNLESS OTHERWISE PROVIDED FOR, MUST BE SUBMITTED ON, AND IN ACCORDANCE WITH, FORMS PROVIDED, PROPERLY SIGNED (SEE NO. 30). BIDS SUBMITTED IN THE FOLLOWING MANNER WILL NOT BE ACCEPTED:

- A. BID CONTAINS NO SIGNATURE INDICATING INTENT TO BE BOUND;
- B. BID FILLED OUT IN PENCIL; AND
- C. BID NOT SUBMITTED ON THE STATE'S STANDARD FORMS.

BIDS MUST BE RECEIVED AT THE ADDRESS SPECIFIED IN THE SOLICITATION PRIOR TO BID OPENING TIME IN ORDER TO BE CONSIDERED. TELEGRAPHIC AND FAX ALTERATIONS TO BIDS RECEIVED BEFORE BID OPENING TIME WILL BE CONSIDERED PROVIDED FORMAL BID AND WRITTEN ALTERATION HAVE BEEN RECEIVED AND TIME-STAMPED BEFORE BID OPENING TIME. ENTIRE BID SHOULD BE RETURNED, EXCEPT ITEM PAGES NOT BID.

14. STANDARDS OF QUALITY.

ANY PRODUCT OR SERVICE BID SHALL CONFORM TO ALL APPLICABLE FEDERAL AND STATE LAWS AND REGULATIONS AND THE SPECIFICATIONS CONTAINED IN THE SOLICITATION. UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION, ANY MANUFACTURER'S NAME, TRADE NAME, BRAND NAME, OR CATALOG NUMBER USED IN THE SPECIFICATION IS FOR THE PURPOSE OF DESCRIBING THE STANDARD OF QUALITY, PERFORMANCE, AND CHARACTERISTICS DESIRED AND IS NOT INTENDED TO LIMIT OR RESTRICT COMPETITION. BIDDER MUST SPECIFY THE BRAND AND MODEL NUMBER OF THE PRODUCT OFFERED IN HIS BID. BIDS NOT SPECIFYING BRAND AND MODEL NUMBER SHALL BE CONSIDERED AS OFFERING THE EXACT PRODUCTS SPECIFIED IN THE SOLICITATION.

15. DESCRIPTIVE INFORMATION.

BIDDERS PROPOSING AN EQUIVALENT BRAND OR MODEL SHOULD SUBMIT WITH THE BID INFORMATION (SUCH AS ILLUSTRATIONS, DESCRIPTIVE LITERATURE, TECHNICAL DATA) SUFFICIENT FOR STATE OF LOUISIANA TO EVALUATE QUALITY, SUITABILITY, AND COMPLIANCE WITH THE SPECIFICATIONS IN THE SOLICITATION. FAILURE TO SUBMIT DESCRIPTIVE INFORMATION MAY CAUSE BID TO BE REJECTED. ANY CHANGE MADE TO A MANUFACTURER'S PUBLISHED SPECIFICATIONS SUBMITTED FOR A PRODUCT SHALL BE VERIFIABLE BY THE MANUFACTURER. IF ITEM(S) BID DO NOT FULLY COMPLY WITH SPECIFICATIONS (INCLUDING BRAND AND/OR PRODUCT NUMBER), BIDDER MUST STATE IN WHAT RESPECT ITEM(S) DEVIATE. FAILURE TO NOTE EXCEPTIONS ON THE BID FORM WILL NOT RELIEVE THE SUCCESSFUL BIDDER(S) FROM SUPPLYING THE ACTUAL PRODUCTS REQUESTED.

16. BID OPENING.

BIDDERS MAY ATTEND THE BID OPENING, BUT NO INFORMATION OR OPINIONS CONCERNING THE ULTIMATE CONTRACT AWARD WILL BE GIVEN AT THE BID OPENING OR DURING THE EVALUATION PROCESS. BIDS MAY BE EXAMINED WITHIN 72 HOURS AFTER BID OPENING. INFORMATION PERTAINING TO COMPLETED FILES MAY BE SECURED BY VISITING THE STATE OF LOUISIANA DURING NORMAL WORKING HOURS. WRITTEN BID TABULATIONS WILL NOT BE FURNISHED.

17. AWARDS.

THE STATE OF LOUISIANA RESERVES THE RIGHT TO AWARD ITEMS SEPARATELY, GROUPED OR ON AN ALL-OR-NONE BASIS AND TO REJECT ANY OR ALL BIDS AND WAIVE ANY INFORMALITIES.

18. PRICES.

UNLESS OTHERWISE SPECIFIED BY THE STATE OF LOUISIANA IN THE SOLICITATION, BID PRICES MUST BE COMPLETE, INCLUDING TRANSPORTATION PREPAID BY BIDDER TO DESTINATION AND FIRM FOR ACCEPTANCE FOR A MINIMUM OF 30 DAYS. IF ACCEPTED, PRICES MUST BE FIRM FOR THE CONTRACTUAL PERIOD. BIDS OTHER THAN F.O.B. DESTINATION MAY BE REJECTED. PRICES SHOULD BE QUOTED IN THE UNIT (EACH, BOX, CASE, ETC.) AS SPECIFIED IN THE SOLICITATION.

19. DELIVERIES.

BIDS MAY BE REJECTED IF THE DELIVERY TIME INDICATED IS LONGER THAN THAT SPECIFIED IN THE SOLICITATION.

20. TAXES.

VENDOR IS RESPONSIBLE FOR INCLUDING ALL APPLICABLE TAXES IN THE BID PRICE. STATE AGENCIES ARE EXEMPT FROM ALL STATE AND LOCAL SALES AND USE TAXES.

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<p>21. NEW PRODUCTS. UNLESS SPECIFICALLY CALLED FOR IN THE SOLICITATION, ALL PRODUCTS FOR PURCHASE MUST BE NEW, NEVER PREVIOUSLY USED, AND THE CURRENT MODEL AND/OR PACKAGING. NO REMANUFACTURED, DEMONSTRATOR, USED OR IRREGULAR PRODUCT WILL BE CONSIDERED FOR PURCHASE UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION. THE MANUFACTURER'S STANDARD WARRANTY WILL APPLY UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION.</p> <p>22. CONTRACT RENEWALS. UPON AGREEMENT OF THE STATE OF LOUISIANA AGENCY AND THE CONTRACTOR, A TERM CONTRACT MAY BE EXTENDED FOR 2 ADDITIONAL 12-MONTH PERIODS AT THE SAME PRICES, TERMS AND CONDITIONS. IN SUCH CASES, THE TOTAL CONTRACT TERM CANNOT EXCEED 36 MONTHS.</p> <p>23. CONTRACT CANCELLATION. THE STATE OF LOUISIANA HAS THE RIGHT TO CANCEL ANY CONTRACT, IN ACCORDANCE WITH PURCHASING RULES AND REGULATIONS, FOR CAUSE, INCLUDING BUT NOT LIMITED TO, THE FOLLOWING: (1) FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE CONTRACT; (2) FAILURE OF THE PRODUCT OR SERVICE TO MEET SPECIFICATIONS, CONFORM TO SAMPLE QUALITY OR TO BE DELIVERED IN GOOD CONDITION; (3) MISREPRESENTATION BY THE CONTRACTOR; (4) FRAUD, COLLUSION, CONSPIRACY OR OTHER UNLAWFUL MEANS OF OBTAINING ANY CONTRACT WITH THE STATE; (5) CONFLICT OF CONTRACT PROVISIONS WITH CONSTITUTIONAL OR STATUTORY PROVISIONS OF STATE OR FEDERAL LAW; (6) ANY OTHER BREACH OF CONTRACT.</p> <p>24. DEFAULT OF CONTRACTOR. FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE BID WILL CONSTITUTE A DEFAULT AND MAY CAUSE CANCELLATION OF THE CONTRACT. WHERE THE STATE HAS DETERMINED THE CONTRACTOR TO BE IN DEFAULT, THE STATE RESERVES THE RIGHT TO PURCHASE ANY OR ALL PRODUCTS OR SERVICES COVERED BY THE CONTRACT ON THE OPEN MARKET AND TO CHARGE THE CONTRACTOR WITH COST IN EXCESS OF THE CONTRACT PRICE. UNTIL SUCH ASSESSED CHARGES HAVE BEEN PAID, NO SUBSEQUENT BID FROM THE DEFAULTING CONTRACTOR WILL BE CONSIDERED.</p> <p>25. ORDER OF PRIORITY. IN THE EVENT THERE IS A CONFLICT BETWEEN THE INSTRUCTIONS TO BIDDERS OR STANDARD CONDITIONS AND THE SPECIAL CONDITIONS, THE SPECIAL CONDITIONS SHALL GOVERN.</p> <p>26. APPLICABLE LAW. ALL CONTRACTS SHALL BE CONSTRUED IN ACCORDANCE WITH AND GOVERNED BY THE LAWS OF THE STATE OF LOUISIANA.</p> <p>27. COMPLIANCE WITH CIVIL RIGHTS LAWS. BY SUBMITTING AND SIGNING THIS BID, BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE FOLLOWING AS APPLICABLE: TITLE VI AND VII OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED BY THE EQUAL OPPORTUNITY ACT OF 1972, FEDERAL EXECUTIVE ORDER 11246, FEDERAL REHABILITATION ACT OF 1973, AS AMENDED, THE VETERAN'S READJUSTMENT ASSISTANCE ACT OF 1974, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, THE AGE ACT OF 1975, AND BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT OF 1990. BIDDER AGREES NOT TO DISCRIMINATE IN ITS EMPLOYMENT PRACTICES, AND WILL RENDER SERVICES UNDER ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION WITHOUT REGARD TO RACE, COLOR, RELIGION, SEXUAL ORIENTATION, NATIONAL ORIGIN, VETERAN STATUS, POLITICAL AFFILIATION, OR DISABILITIES. ANY ACT OF DISCRIMINATION COMMITTED BY BIDDER, OR FAILURE TO COMPLY WITH THESE STATUTORY OBLIGATIONS WHEN APPLICABLE, SHALL BE GROUNDS FOR TERMINATION OF ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION.</p> <p>28. SPECIAL ACCOMMODATION. ANY "QUALIFIED INDIVIDUAL WITH A DISABILITY" AS DEFINED BY THE AMERICANS WITH DISABILITIES ACT WHO HAS SUBMITTED A BID AND DESIRES TO ATTEND THE BID OPENING, MUST NOTIFY THIS OFFICE IN WRITING NOT LATER THAN SEVEN DAYS PRIOR TO THE BID OPENING DATE OF THEIR NEED FOR SPECIAL ACCOMMODATIONS. IF THE REQUEST CANNOT BE REASONABLY PROVIDED, THE INDIVIDUAL WILL BE INFORMED PRIOR TO THE BID OPENING.</p> <p>29. INDEMNITY. CONTRACTOR AGREES, UPON RECEIPT OF WRITTEN NOTICE OF A CLAIM OR ACTION, TO DEFEND THE CLAIM OR ACTION, OR TAKE OTHER APPROPRIATE MEASURE, TO INDEMNIFY, AND HOLD HARMLESS, THE STATE, ITS OFFICERS, ITS AGENTS AND ITS EMPLOYEES FROM AND AGAINST ALL CLAIMS AND ACTIONS FOR BODILY INJURY, DEATH OR PROPERTY DAMAGES CAUSED BY THE FAULT OF THE CONTRACTOR, ITS OFFICERS, ITS AGENTS, OR ITS EMPLOYEES. CONTRACTOR IS OBLIGATED TO INDEMNIFY ONLY TO THE EXTENT OF THE FAULT OF THE CONTRACTOR, ITS OFFICERS, ITS AGENTS, OR ITS EMPLOYEES. HOWEVER, THE CONTRACTOR SHALL HAVE NO OBLIGATION AS SET FORTH ABOVE WITH RESPECT TO ANY CLAIM OR ACTION FROM BODILY INJURY, DEATH OR PROPERTY DAMAGES ARISING OUT OF THE FAULT OF THE STATE, ITS OFFICERS, ITS AGENTS OR ITS EMPLOYEES.</p> <p>30. SIGNATURE AUTHORITY. IN ACCORDANCE WITH L.R.S. 39:1594 (ACT 121), THE PERSON SIGNING THE BID MUST BE:</p> <ol style="list-style-type: none"> 1. A CURRENT CORPORATE OFFICER, PARTNERSHIP MEMBER OR OTHER INDIVIDUAL SPECIFICALLY AUTHORIZED TO SUBMIT A BID AS REFLECTED IN THE APPROPRIATE RECORDS ON FILE WITH THE SECRETARY OF STATE; OR 2. AN INDIVIDUAL AUTHORIZED TO BIND THE VENDOR AS REFLECTED BY A CORPORATE RESOLUTION, CERTIFICATE OR AFFIDAVIT; OR 3. OTHER DOCUMENTS INDICATING AUTHORITY WHICH ARE ACCEPTABLE TO THE PUBLIC ENTITY. 			

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1 BID DELIVERY INSTRUCTIONS FOR STATE PURCHASING:

BIDDERS ARE HEREBY ADVISED THAT THE U.S. POSTAL SERVICE DOES NOT MAKE DELIVERIES TO OUR PHYSICAL LOCATION.

BIDS MAY BE MAILED THROUGH THE U.S. POSTAL SERVICE TO OUR BOX AT:
OFFICE OF STATE PURCHASING
P O BOX 94095
BATON ROUGE LA 70804-9095

BIDS MAY BE DELIVERED BY HAND OR COURIER SERVICE TO OUR PHYSICAL LOCATION AS FOLLOWS:

OFFICE OF STATE PURCHASING
CLAIBORNE BUILDING, SUITE 2-160
1201 NORTH THIRD STREET
BATON ROUGE, LA 70802

BIDDER IS SOLELY RESPONSIBLE FOR ENSURING THAT ITS COURIER SERVICE PROVIDER MAKES INSIDE DELIVERIES TO OUR PHYSICAL LOCATION. THE OFFICE OF STATE PURCHASING IS NOT RESPONSIBLE FOR ANY DELAYS CAUSED BY THE BIDDER'S CHOSEN MEANS OF BID DELIVERY.

BIDDER IS SOLELY RESPONSIBLE FOR THE TIMELY DELIVERY OF ITS BID. FAILURE TO MEET THE BID OPENING DATE & TIME SHALL RESULT IN REJECTION OF THE BID.

PUBLICIZING AWARDS. IN ACCORDANCE WITH L.A.C.34:I.535, UNSUCCESSFUL BIDDERS WILL BE NOTIFIED OF THE AWARD PROVIDED THAT THEY SUBMIT WITH THEIR BID A SELF-ADDRESSED STAMPED ENVELOPE REQUESTING THIS INFORMATION.

ATTENTION:

RECEIPT OF A SOLICITATION OR AWARD CANNOT BE RELIED UPON AS AN ASSURANCE OF RECEIVING FUTURE SOLICITATIONS. IN ORDER TO RECEIVE FUTURE SOLICITATIONS/AWARDS FROM THIS OFFICE, YOU MUST ENROLL IN THE PROPER CATEGORY ON LAPAC OR ON STATE PURCHASING'S AGPS BIDDERS LIST. ENROLLMENT IN LAPAC IS FREE AND PROVIDES EMAIL NOTIFICATION OF BID OPPORTUNITIES BASED UPON COMMODITIES THAT YOU SELECT.

- 2 COMPLIANCE WITH CIVIL RIGHTS LAWS. BY SUBMITTING AND SIGNING THIS SOLICITATION, THE BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE FOLLOWING AS APPLICABLE: TITLE VI AND TITLE VII OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED BY THE EQUAL OPPORTUNITY ACT OF 1972, FEDERAL EXECUTIVE ORDER 11246, THE FEDERAL REHABILITATION ACT OF 1973, AS AMENDED, THE VIETNAM ERA VETERAN'S READJUSTMENT ASSISTANCE ACT OF 1974, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, THE AGE ACT OF 1975, AND BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT OF 1990. BIDDER AGREES NOT TO DISCRIMINATE IN ITS EMPLOYMENT PRACTICES, AND WILL RENDER SERVICES UNDER ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION, WITHOUT REGARD TO RACE,

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<p>COLOR, RELIGION, SEX, SEXUAL ORIENTATION, NATIONAL ORIGIN, VETERAN STATUS, POLITICAL AFFILIATION, OR DISABILITIES. ANY ACT OF DISCRIMINATION COMMITTED BY BIDDER, OR FAILURE TO COMPLY WITH THESE STATUTORY OBLIGATIONS WHEN APPLICABLE, SHALL BE GROUNDS FOR TERMINATION OF ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION.</p> <p>3 COMPENSATION INSURANCE, PUBLIC LIABILITY, AND PROPERTY DAMAGE INSURANCE, AS OUTLINED BELOW, ARE REQUIRED IN THIS BID.</p> <p>CONTRACTOR'S LIABILITY INSURANCE:</p> <p>PROOF OF INSURANCE SHOULD BE SUPPLIED WITH THE BID AND WILL BE REQUIRED BEFORE WORK CAN COMMENCE.</p> <p>INSURANCE COVERAGE SPECIFIED BELOW SHALL BE FURNISHED WITH THE FOLLOWING MINIMUM LIMITS:</p> <p>COMPENSATION INSURANCE: THE CONTRACTOR AND SUBCONTRACTORS SHALL TAKE AND MAINTAIN DURING THE LIFE OF THE CONTRACT WORKMAN'S COMPENSATION INSURANCE FOR ALL OF THEIR EMPLOYEES EMPLOYED AT THE SITE OF THE PROJECT. IN CASE ANY CLASS OF EMPLOYEES ENGAGED IN HAZARDOUS WORK UNDER THE WORKMAN'S COMPENSATION STATUE, THE CONTRACTOR AND SUBCONTRACTOR SHALL PROVIDE EMPLOYER'S LIABILITY INSURANCE FOR THE PROTECTION OF THEIR EMPLOYEES NOT OTHERWISE PROTECTED.</p> <p>PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE: COMPREHENSIVE PUBLIC GENERAL LIABILITY INSURANCE, INCLUDING BUT NOT LIMITED TO BODILY INJURY, PROPERTY DAMAGE, CONTRACTUAL LIABILITY, PRODUCTS LIABILITY, COMPLETED OPERATIONS AND OWNER'S PROTECTIVE LIABILITY WITH COMBINED SINGLE LIMITS OF \$500,000 PER OCCURRENCE WITH A MINIMUM AGGREGATE OF \$1,000,000.</p> <p>LICENSED AND NON-LICENSED MOTOR VEHICLES: THE CONTRACTOR SHALL TAKE OUT AND MAINTAIN DURING THE LIFE OF THE CONTRACT, AUTOMOBILE PUBLIC LIABILITY INSURANCE IN AN AMOUNT NOT LESS THAN COMBINED SINGLE LIMITS OF \$500,000 PER OCCURRENCE FOR BODILY INJURY/PROPERTY DAMAGE. IF ANY NON-LICENSED MOTOR VEHICLES ARE ENGAGED IN OPERATIONS WITHIN THE TERMS OF THE CONTRACT ON THE SITE OF THE WORK TO PERFORM THEREUNDER, SUCH INSURANCE SHALL COVER THE USE OF ALL SUCH MOTOR VEHICLES ENGAGED IN OPERATING WITHIN THE TERMS OF THE CONTRACT ON THE SITE OF THE WORK TO BE PERFORMED THEREUNDER, UNLESS SUCH COVERAGE IS INCLUDED IN THE INSURANCE SPECIFIED.</p> <p>4 BEFORE THIS CONTRACT IS ACCEPTABLE AND COMPLETE, SUCCESSFUL BIDDER SHALL CLEAN UP AND REMOVE FROM THE PREMISES ALL DEBRIS RESULTING FROM HIS WORK, AND SHALL SEE TO IT THAT ALL THE ITEMS FURNISHED ARE LEFT IN GOOD ORDER, CLEAN AND PROPERLY INSTALLED.</p>			

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- 5 IMPORTANT: IN ACCORDANCE WITH R.S. 37:2163A CONTRACTOR'S LICENSE NUMBER MUST APPEAR ON THE BID OPENING ENVELOPE ON ALL PROJECTS IN THE AMOUNT OF \$50,000 OR MORE (AND \$1 OR MORE IF HAZARDOUS MATERIALS ARE INVOLVED).

FOR ANY BID SUBMITTED IN THE AMOUNT OF FIFTY THOUSAND DOLLARS OR MORE, THE CONTRACTOR SHALL CERTIFY THAT HE IS LICENSED AND SHOW HIS LICENSE NUMBER ON THE BID.

BIDDERS REPRESENTATION:

IN MAKING HIS BID, EACH BIDDER REPRESENTS THAT: HE HAS READ AND UNDERSTANDS THE BID DOCUMENTS AND HIS BID IS MADE IN ACCORDANCE HERewith; HE HAS VISITED THE SITE AND HAS FAMILIARIZED HIMSELF WITH THE LOCAL CONDITIONS UNDER WHICH THE WORK IS TO BE PERFORMED.

BEFORE SUBMITTING PROPOSALS, BIDDERS MUST INSPECT THE PROPOSED SITE AND ACQUAINT THEMSELVES WITH ALL OF THE CONDITIONS UNDER WHICH THE WORK WILL BE DONE. NO ADDITIONAL COMPENSATION WILL BE GRANTED BECAUSE OF UNUSUAL DIFFICULTIES WHICH MAY BE ENCOUNTERED IN THE EXECUTION OF ANY PORTION OF THE WORK.

AGENCY CONTACT PERSON: CLIFFORD MELIUS PHONE: (225) 342-8475

VENDOR MUST INSPECT JOB SITE TO VERIFY MEASUREMENTS AND/OR AMOUNT OF SUPPLIES NEEDED PRIOR TO BIDDING. IF VENDOR FINDS CONDITIONS THAT DISAGREE WITH THE PHYSICAL LAY-OUT AS DESCRIBED IN THIS BID, OR OTHER FEATURES OF THE SPECIFICATIONS THAT APPEAR TO BE IN ERROR, SAME SHALL BE BROUGHT TO THE ATTENTION OF THE OFFICE OF STATE PURCHASING PERSONNEL PRIOR TO BID OPENING.

BIDS: UNLESS OTHERWISE SPECIFIED, A LUMP SUM BID IS REQUESTED FOR THE WORK SHOWN ON PLANS AND/OR IN SPECIFICATIONS.

REJECTION OF BIDS: THE CONTRACTOR UNDERSTANDS THAT THE DIVISION OF ADMINISTRATION RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS AND TO WAIVE ANY INFORMALITIES.

WITHDRAWAL OF BIDS: THE CONTRACTOR AGREES THAT THIS BID SHALL BE GOOD AND MAY NOT BE WITHDRAWN FOR A PERIOD OF THIRTY (30) CALENDAR DAYS AFTER THE BID OPENING.

PERFORMANCE BOND/LABOR AND MATERIALS BOND: THE CONTRACTOR SHALL FURNISH, WITH HIS EXECUTED CONTRACT, A PERFORMANCE BOND FOR ONE HUNDRED PERCENT (100%) OF THE AMOUNT OF THE CONTRACT FOR THE FAITHFUL PERFORMANCE OF HIS CONTRACT, AND A LABOR AND MATERIAL BOND FOR ONE HUNDRED PERCENT (100%) OF THE AMOUNT OF THE CONTRACT FOR THE PAYMENT OF ALL PERSONS PERFORMING LABOR ON THE PROJECT UNDER THE CONTRACT AND FURNISHING MATERIALS IN CONNECTION WITH THE CONTRACT. THE PERFORMANCE BOND WILL BE SECURED BY A SURETY OR INSURANCE COMPANY CURRENTLY ON THE UNITED STATES DEPARTMENT OF THE TREASURY FINANCIAL MANAGEMENT SERVICE LIST OF APPROVED BONDING COMPANIES AND IN ACCORDANCE WITH RESTRICTIONS SET BY THEM OR BY AN INSURANCE COMPANY THAT IS EITHER DOMICILED IN LOUISIANA OR OWNED BY LOUISIANA RESIDENTS AND IS LICENSED TO WRITE SURETY BONDS. IN

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ADDITION, ANY SURETY BOND WRITTEN FOR A PUBLIC WORKS PROJECT SHALL BE WRITTEN BY A SURETY OR INSURANCE COMPANY THAT IS CURRENTLY LICENSED TO DO BUSINESS IN THE STATE OF LOUISIANA.

PERMITS, LICENSES, LAWS AND TAXES: THE CONTRACTOR SHALL FURNISH ALL NECESSARY PERMITS, LICENSES, AND CERTIFICATES AND COMPLY WITH ALL LAWS OR ORDINANCES APPLICABLE TO THE LOCALITY OF THE BUILDING SITE AND THE STATE OF LOUISIANA. THE CONTRACTOR SHALL INCLUDE IN HIS BID ALL APPLICABLE STATE, FEDERAL, OR OTHER TAXES REQUIRED.

INSURANCE:

COMPENSATION INSURANCE, PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE ARE REQUIRED ON THIS BID.

UNLESS OTHERWISE PROVIDED, THE OWNER SHALL PURCHASE AND MAINTAIN PROPERTY INSURANCE UPON THE ENTIRE WORK AT THE SITE TO THE FULL INSURABLE VALUE EQUAL TO THE CONTRACT SUM PLUS ALL AMENDMENTS.

THE STATE OF LOUISIANA IS TO PROVIDE BUILDER'S RISK INSURANCE TO PROTECT THE OWNER, CONTRACTOR, AND SUB-CONTRACTORS AS THEIR INTERESTS MAY APPEAR. THE POLICY IS SUBJECT TO THE FOLLOWING DEDUCTIBLES, WHICH WILL BE PAID BY THE CONTRACTOR:

ALL COVERED CAUSES OF LOSS, EXCEPT FLOOD \$1,000 DEDUCTIBLE
PER OCCURRENCE
FLOOD CAUSE OF LOSS \$5,000 DEDUCTIBLE PER OCCURRENCE

THE POLICY INSURES AGAINST "ALL RISK" OF DIRECT PHYSICAL LOSS OR DAMAGE SUBJECT TO CERTAIN EXCLUSIONS AND LIMITATIONS. A COPY OF THE CURRENT POLICY CAN BE FOUND AT THE OFFICE OF RISK MANAGEMENT WEBSITE AT [HTTP://WWW.DOA.LOUISIANA.GOV/ORM/UW.HTM](http://www.doa.louisiana.gov/orm/uw.htm). IT IS THE CONTRACTOR'S RESPONSIBILITY TO REVIEW THIS POLICY AND, IF ADDITIONAL INSURANCE IS DETERMINED TO BE NEEDED, TO PURCHASE THE ADDITIONAL INSURANCE TO PROTECT THE CONTRACTOR AND SUB-CONTRACTOR INTEREST IN THE PROJECT.

INQUIRIES CONCERNING THE OWNER'S INSURANCE POLICY SHALL BE SENT TO THE ADDRESS SHOWN BELOW. IN THE EVENT OF A LOSS OR CLAIM, PLEASE NOTIFY THE OFFICE OF RISK MANAGEMENT AT THE TELEPHONE NUMBER SHOWN BELOW, WITH CONFIRMATION IN WRITING, PROVIDING ALL PERTINENT INFORMATION, SUCH AS DATE OF LOSS, TYPE OF LOSS, APPROXIMATE EXTENT OF DAMAGE, LOCATION, AND PROJECT NUMBER.

DIVISION OF ADMINISTRATION
OFFICE OF RISK MANAGEMENT
POST OFFICE BOX 91106
BATON ROUGE, LA 70821-9106
(225) 342-8500

AFFIDAVIT: SUCCESSFUL CONTRACTOR SHALL BE REQUIRED TO EXECUTE AN AFFIDAVIT ATTESTING "THAT PUBLIC CONTRACT WAS NOT SECURED THROUGH EMPLOYMENT OR PAYMENT OF SOLICITOR".

RECORDATION CERTIFICATE: CONTRACTOR SHALL UPON RECEIPT OF EXECUTED

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CONTRACT, BOND AND PURCHASE ORDER, RECORD CONTRACT AND BOND WITH THE CLERK OF COURT IN THE PARISH IN WHICH THE WORK IS TO BE PERFORMED, OBTAIN A CERTIFICATE OF RECORDATION FROM THE CLERK OF COURT AND FORWARD THIS CERTIFICATE IMMEDIATELY TO THE DIVISION OF ADMINISTRATION. THIS CERTIFICATE MUST BE RECEIVED BEFORE ANY INVOICES ON THIS PROJECT CAN BE PROCESSED. THE EXPENSE FOR THIS IS THE RESPONSIBILITY OF THE CONTRACTOR.

PROGRESS PAYMENTS: THE FOLLOWING PAYMENT SCHEDULE SHALL APPLY:

FOR CONTRACTS WITH A COMPLETION DATE OF MORE THAN THIRTY (30) DAYS:

ON OR ABOUT THE FIRST DAY OF EACH MONTH NINETY PERCENT (90%) OF THE VALUE BASED ON THE CONTRACT PRICE, OF LABOR AND MATERIALS INCORPORATED IN THE WORK, AND OF MATERIALS SUITABLY STORED AT THE SITE THEREOF UP TO THE FIRST DAY OF THAT MONTH, AS ESTIMATED BY THE OWNER, LESS THE AGGREGATE OF PREVIOUS PAYMENTS AND UPON SUBSTANTIAL COMPLETION OF THE ENTIRE WORK, A SUM SUFFICIENT TO INCREASE THE TOTAL PAYMENT TO NINETY PERCENT (90%) OF THE CONTRACT PRICE.

FOR CONTRACTS WITH A COMPLETION DATE OF THIRTY (30) DAYS OR LESS:

UPON SATISFACTORY COMPLETION OF THE WORK, NINETY PERCENT (90%) OF THE CONTRACT PRICE.

ACCEPTANCE: UPON WRITTEN NOTICE BY THE OWNER TO THE DIVISION OF ADMINISTRATION, A NOTICE BY OWNER OF ACCEPTANCE OF WORK WILL BE EXECUTED AND FORWARDED TO THE CONTRACTOR FOR RECORDING WITH THE CLERK OF COURT IN THE PARISH IN WHICH THE WORK HAS BEEN PERFORMED AND CONTRACTOR SHALL FURNISH A CLEAR LIEN CERTIFICATE FROM THE CLERK OF COURT (TO THE OWNER ALONG WITH FINAL INVOICE) FORTY-FIVE (45) DAYS AFTER RECORDATION OF ACCEPTANCE. FINAL PAYMENT OF TEN PERCENT (10%) WILL BE MADE AT THIS TIME.

GUARANTEE: IF, WITHIN ONE YEAR AFTER THE DATE OF SUBSTANTIAL COMPLETION OR WITHIN SUCH LONGER PERIOD OF TIME AS MAY BE PRESCRIBED BY LAW OR BY THE TERMS OF ANY APPLICABLE SPECIAL GUARANTEE REQUIRED BY THE CONTRACT DOCUMENTS, ANY OF THE WORK IS FOUND TO BE DEFECTIVE OR NOT IN ACCORDANCE WITH THE CONTRACT DOCUMENTS, THE CONTRACTOR SHALL CORRECT IT PROMPTLY AFTER RECEIPT OF A WRITTEN NOTICE FROM THE OWNER TO DO SO UNLESS THE OWNER HAS PREVIOUSLY GIVEN THE CONTRACTOR A WRITTEN ACCEPTANCE OF SUCH CONDITION. THE OWNER SHALL GIVE SUCH NOTICE PROMPTLY AFTER DISCOVERY OF THE CONDITION.

DELAYS AND EXTENSION OF TIME: THE CONTRACTOR SHALL PERFORM FULLY, ENTIRELY, AND IN SATISFACTORY MANNER THE WORK CONTRACTED, WITHIN THE NUMBER OF CALENDAR DAYS STIPULATED IN THE PROPOSAL AND THE CONTRACT. TIME WILL BE ASSESSED AGAINST THE CONTRACTOR BEGINNING THE DATE OF THE NOTICE TO PROCEED WHICH IS THE PURCHASE ORDER ATTACHED TO THE CONTRACT.

LIQUIDATED DAMAGES: LIQUIDATED DAMAGES IN THE AMOUNT OF \$50.00 PER DAY SHALL BE ASSESSED FOR EACH AND EVERY DAY THE PROJECT REMAINS INCOMPLETE BEYOND THE ESTABLISHED COMPLETION DATE.

SPECIFICATIONS		INVITATION TO BID	
NUMBER : 2203272 OPEN DATE: 11/03/05 T-NUMBER :		BIDDER:	PAGE 9

IN ADJUSTING THE CONTRACT TIME FOR THE COMPLETION OF THE PROJECT, ALL STRIKES, LOCK-OUTS, UNUSUAL DELAYS IN TRANSPORTATION, OR ANY OTHER CONDITION OVER WHICH THE CONTRACTOR HAS NO CONTROL, AND ALSO ANY SUSPENSIONS ORDERED BY THE ENGINEER FOR CAUSES NOT THE FAULT OF THE CONTRACTOR, SHALL BE EXCLUDED FROM THE COMPUTATION OF THE CONTRACT TIME FOR COMPLETION OF THE WORK. THE CONTRACTOR MUST APPLY IN WRITING FOR AN EXTENSION OF TIME WITHIN SEVEN (7) DAYS AFTER DELAY OCCURS. NO ALLOWANCES WILL BE MADE FOR DELAYS OR SUSPENSIONS FOR THE PROSECUTION OF THE WORK DUE TO THE FAULT OF THE CONTRACTOR. UNDER PRESENTATION OF EVIDENCE FROM THE SUPPLIER THAT EQUIPMENT SPECIFIED CANNOT BE DELIVERED IN TIME TO COMPLETE THE PROJECT WITHIN THE TIME SPECIFIED, THEN THE CONTRACTOR CAN REQUEST AN EXTENSION OF TIME FOR THE PORTION OF THE WORK.

BIDDER'S PRINTED OR TYPED NAME: _____

STATE JOB COMPLETION TIME: _____

AGENCY SIGNATURE AS VERIFICATION OF JOBSITE VISIT

PRICE SHEET

INVITATION TO BID

NUMBER : 2203272

OPEN DATE : 11/03/05

TIME: 10:00 AM

T-NUMBER :

BIDDER:

PAGE

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	EXTENDED TOTAL
	UNLESS SPECIFIED ELSEWHERE SHIP TO: DCRT-OFFICE OF STATE PARKS CENTENARY STATE HISTORIC SITE 3522 COLLEGE STREET JACKSON , LA 70748				
00001	COMMODITY CODE: 968-20-000000 FURNISH ALL MATERIAL, LABOR, SUPPLIES, TOOLS AND EQUIPMENT NECESSARY TO PROVIDE AND INSTALL A NEW HVAC SYSTEM IN THE PROFESSOR'S COTTAGE AT CENTENARY STATE HISTORIC SITE IN STRICT ACCORDANCE WITH THE ATTACHED SPECIFICATIONS. CONTACT PERSON: CLIFFORD MELIUS 225-342-8475 ACT 729 PROJECT PROJECT # 06-264-05-03-DC	1	JOB		

**TECHNICAL SPECIFICATIONS FOR
HVAC SYSTEM**

**CENTENARY STATE HISTORIC SITE
JACKSON, LOUISIANA**

**PREPARED BY:
RESOURCE DEVELOPMENT SECTION
OFFICE OF STATE PARKS
DEPARTMENT OF CULTURE, RECREATION AND TOURISM
DATE: June 2005**

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DIVISION 1 - GENERAL REQUIREMENTS

01010 Summary of Work - The contractor shall provide all materials, labor, supplies, and equipment necessary to perform the following items of work in accordance with the attached specifications: Install a complete heating, ventilation and air conditioning system.

- A. The contractor is to remove the existing system including all condenser units, air handlers, duct work, etc.. In order to install a new system of equal size to the existing unit.
- B. The contractor is to install new condenser units and air handlers that are equal to or larger than the existing units. Air handlers should be sized in order to supply adequate volume and pressure. The contractor is responsible for balancing the units and being sure that the building is being heated and cooled in the most effective and cost efficient manner.
- C. The contractor is responsible for sizing the air handlers and duct work in order to create a efficient working system. The duct work should be oversized in order to keep the noise level to a minimum.
- D. The contractor is responsible for having the electrical service up graded to meet the load requirements of the units if required.

Unless specified otherwise all materials shall be new, manufactured items suitable for their intended use, installed according to manufacturers' directions or customary good trade practices, and all materials and workmanship shall comply with all applicable building codes. Workmanship shall be at least as good as normal good trade practices with all lines, elevations surfaces, finishes, etc. accomplished according to specifications.

Unless specifically noted otherwise, all work described in these specifications and shown on any accompanying plans shall be done by the Contractor and the final work shall be fully functional.

01015 Contractor's Use of Premises -

- A. The Contractor shall have free use of restrooms and reasonable use of electrical power and water for construction purposes.
- B. The park's maintenance area is designated as the contractor's staging area unless otherwise authorized.
- C. In no way shall the Contractor's use of the park impair the park's use or condition. The Contractor shall promptly repair any damage to the satisfaction of the Project Inspector.
- D. Free lodging of laborers on grounds is not permitted, the contractor may reserve cabins and campsites subject the normal fees and regulations applying to the public.
- E. The Contractor shall be subject to all park regulations normally applying to the public.
- F. The Contractor shall schedule his work to give no interference park visitation and shall keep utility outages to the minimum length required for construction.

Working hours shall be the park's normal hours of operation unless a special schedule is authorized by the Project Inspector.

01016 Occupancy - The Office of State Parks reserves the right to use completed portions of the work before final acceptance. When beneficial occupancy is needed, the Inspector shall schedule

an inspection to review the work and, if a substantial portion of the work is ready for use, the State may takeover part of the work. The contractor shall be relieved of any obligations to maintain that portion of the work. Partial occupancy shall not be a release of responsibility for work not in compliance with the specifications

01041 Project Coordination - The Project Inspector shall be the Office of State Parks'

Landscape Architect Clifford Melius, P.O. Box 44426, Baton Rouge, La. 70804-4426. Phone (225) 342-8475, Fax (225) 342-8107. and his decision shall be final in all interpretations of these specifications. The Contractor shall cooperate with the Park Manager in all matters concerning scheduling or relations with the public.

01050 Field Engineering - The Contractor is responsible for all quantities, measurements, and grades. He is to provide rough and final staking, elevations and benchmarks as required by the Project Inspector for his approval.

01051 Grades, Lines, And Levels - All construction shall be plumb, level, and true as required by these specifications. The Project Inspector shall instruct the Contractor on any incidental construction that may be necessary to accomplish a functional project.

01060 Regulatory Requirements -

- A Obtain all permits, pay all fees, record the contract, and comply with all state, federal, and local requirements. All construction shall comply with the Louisiana Building Code for State-Owned Buildings. If any provisions of these specifications or the plans are conflict with any code, the Contractor shall notify the Project Inspector before construction or the Contractor shall make remedial changes to bring the work into compliance at no additional cost to the state.

- B. Safety is part of this contract. Abide by OSHA and all other safety regulations and take all other measures necessary (such as barriers, fences, warning signs, protective clothing, etc.) to protect the public, workers and property. The Contractor shall be responsible for defending the State (at no cost to the State) in all safety related litigation and shall be responsible for the payment of all judgements, both his and the State's.

01150 Measurement And Payment

- A. Bids - The Contractor's bid shall be a lump sum with no qualifications, informalities, or item payments or the bid will be disqualified.
- B. Change orders - All changes in the work involving the contract amount, scope of work, or contract time shall be made only by change orders except where danger to life or property occurs. Change orders shall be prepared by the Contractor as directed by the Project Inspector and approved by State Purchasing and the Project Inspector before any changes. Where danger to life to life and/or property occurs, the Contractor shall immediately take all action required for safety of life and property. Any adjustments to the contract required by emergency action will be discussed after danger has passed.

Change orders shall contain:

- 1) An itemized list of material and labor costs for each subcontractor's work including quantities and unit costs for each item of labor and each item of material.
- 2) Same as above for Contractor's labor and material.

1) Quantities - All quantities and dimensions expressed in the plans and these specifications reflect the intent of the project and best knowledge of State Parks. They are for the guidance of the Contractor and shall be verified by the Contractor. If discrepancies or errors exist, the Project Inspector shall be notified before construction.

01200 Project Meetings -

A PRE BID MEETING TO BE HELD AT THE JOB SITE ON 10/20/05 AT 10:00 A.M.

- A. A pre-bid conference will be held at the job site and prospective bidders are expected to be familiar with site conditions and bid procedures.
- B. A preconstruction conference shall be held before commencing work when the contractor shall present to the Project Inspector:
 - 1) Project schedules
 - 2) List of subcontractors and suppliers
 - 3) All requests for "as Equal" determinations, shop drawings, colors, and material certifications.
- C. Progress meetings shall be held at least monthly to review the progress and quality of the work and to review requests for partial payment.
- D. At the completion of work, a Final Inspection shall be held after at least three days notice by the Contractor to prepare a punch list (if necessary) of items to be addressed before acceptance.

01300 Submittals

- A. As equal determinations- Manufacturer's brand names, colors and models numbers are used for the sole purpose of obtaining competitive bids.

Substitutions of products of other manufacturers equal to or superior to those listed may be acceptable if approved by the Inspector. Otherwise, the Contractor's substitution may be rejected. For a substitution to be pre-approved by the Project Inspector, the Contractor must submit, samples, brochures, and technical data sufficient for the project Inspector to decide.

- B. Packaging -The Contractor shall retain all packaging and suppliers' invoices in neat, clean, dry, legible condition for the Inspector to decide compliance with these specifications.
- C. Shop drawings - Submit shop drawings wherever required by the plans, these specifications, or when required by the Project Inspector. Such drawings shall be drafted, dimensioned, and scaled drawings clearly showing the Contractor's intended plan, materials and the like.
- E. Project Manuals - At the final inspection, deliver to the Project Inspector three bound copies of a project manual. Such manuals shall include but are not limited to:
 - 1) Manufacturer's manuals, warranties, model numbers, parts lists, operating and maintenance procedures, and other information required for all equipment.
 - 2) Lists of products and materials used including color samples and names.

01510 Temporary Utilities - Provide temporary utilities as needed at no additional cost to the

State.

01700 Contract Closeout - See bidding and contract requirements regarding Final Payments and project meetings regarding acceptance, punch list, and final inspection. After completion, the Contractor shall remove all scraps, forms, packaging, debris, spatters, dust, dirt, etc., and leave the work in a neat and clean condition with all facilities ready for use by the Office of State Parks. Salvageable materials remain the property of the State and shall be delivered to the Park Manager. Materials deemed waste by the Project Inspector shall be removed from the park by the Contractor.

01740 Warranties and Bonds - All materials and workmanship shall be warranted for one year from the date of acceptance. All defects shall be promptly corrected by the Contractor at no cost to the State.

DIVISION 2 - SITE WORK

02072 Minor Demolition for Remodeling - Existing units will have to be removed as well as all duct work, refrigerant lines, etc. Any damage to surrounding areas of demolition must be covered and protected from any falling dust or debris.

DIVISION 3 - CONCRETE

03410 Pre-cast Concrete - The condensing units will be elevated on pre-cast platforms that are

to be supplied by the contractor. They will have to be set level and on a compacted sub-grade to minimize settling of the platforms.

DIVISION 5 - METALS

05920 Sheet metal - Air distribution and sheet metal work shall be constructed from prime galvanized, lock forming quality sheet metal. All rectangular ducts shall be lined with on inch mat faced fiberglass insulation. Round duct work shall consist of externally insulated round sheet metal and flexible duct. All duct work is to run in the most efficient and organized manner. In the display room with the basement exposed the duct work will have to run in such a manner as to not be seen by the public. All duct work for the first floor is to be hung from the floor joist with galvanized straps and should not contact the ground unless it is unavoidable.

DIVISION 15 - MECHANICAL

15801 Heating and Cooling Systems -

- **Trane, Rheem, and Carrier** units are the approved equal all other brands will have to be submitted to the project inspector for approval at the pre-bid meeting. Units should be a minimum of 12+ SEER and electric resistance heatstrips should be sized to adequately heat the building.

1.1 DESCRIPTION

1.1.1 Work included: Provide heating, ventilating, and air-conditioning Systems where shown on the Drawings, as specified herein and as needed for a complete and proper installation including, but not necessarily limited to.,

- 1) Electric heat DX units with filters;

- 2) Refrigerant lines and condense drains;
- 3) Exhaust fan ducting, dampers and hoods;
- 4) Controls and thermostats;
- 5) Ducts, dampers grilles, registers, and diffusers;
- 6) Installation of ducts and duct insulation;
- 7) All other items required for a complete and operating heating, ventilating, and air-conditioning system.

1.1.2 Mechanical subcontractors shall make all minor changes in mechanical systems required to meet code at no additional cost to the Owner.

1.2 QUALITY ASSURANCE

1.2.1 Qualifications of installers: For the actual fabrication, installation, and testing of work under this Section use only thoroughly trained and experienced workmen completely familiar with the items required and the manufacturer's current recommended methods of installation. In acceptance or rejection of installed work, the Project inspector will make no allowance for lack of skill on the part of workmen.

1.2.2 Codes and standards: in addition to complying with all pertinent codes and regulations, comply with all pertinent recommendations contained in "Duct Manual and Sheet Metal Construction for Ventilating and Air-conditioning Systems," latest edition, as published by the Sheet Metal and Air-conditioning Contractor's National Association.

1.3 SUBMITTALS

1.3.1 Product data Furnish Shop Drawings containing the following information:

- 1) Complete materials list of all items proposed to be furnished and installed under this Section;
- 2) Manufacturers specifications, catalog cuts and other data required to demonstrate compliance with the specified requirements.

1.3.3 Record Documents: Design of future modifications of the facility may require accurate information as to the final physical arrangement of items which are shown schematically on the Drawings. During progress of the Work, maintain an accurate record of all ventilating and air-conditioning systems, and

materials used. Submit to the Project inspector one set of blue-line prints of the HVAC drawings.

- 1.3.4 Manual: Upon completion of this portion of the Work, and as a condition of its acceptance, deliver to the Project inspector 2 copies of a Manual, including all information for operation and maintenance of the equipment supplied under this portion of the Work.

1.4 PRODUCT HANDLING

- 1.4.1 Protection-: Use all means necessary to protect the materials of this Section before, during and after installation and to protect the work and materials of all other trades.

- 1.4.2 Replacements: In the event of damage, immediately make all repairs and replacements necessary to the approval of the project inspector and at no additional cost to the Owner.

1.5 GUARANTEES

- 1.5.1 General: Deliver all guarantees and warranties on this portion of the work to the project inspector. All equipment, materials, and workmanship shall be guaranteed to be free from defects for a period of at least 1 year following date of Substantial Completion. Replace all parts proven defective during that time, including the replacement of lost refrigerant and repair of leaks, to the approval of the project inspector and at no additional cost to the Owner.

PART 2 - PRODUCTS

1.1 GENERAL EQUIPMENT

- 2.1.1 General: Provide the equipment of the capacity and types as manufactured by Trane, Rheem or Carrier in accordance with the provisions of these Specifications.

- 2.1.2 Filters: Provide filters of sizes, and types as recommended by the manufacturer of the equipment.

2.2 SHEET METAL DUCT WORK

- 2.2.1 General: All ductwork shall be duct-board, no sheet metal.

2.3 INSULATION OF SHEET METAL DUCTWORK

2.3.1 Insulation: Not Applicable.

2.4 FLEXIBLE DUCTWORK

2.4.1 Flexible duct: Provide insulated, flexible duct, Thermaflex G-KM by Flexible Technologies, or equal. Ductwork shall be UL rated, Class I Air Duct.

2.4.2 Fittings: Provide flexible duct fittings of standard galvanized steel male and female compression couplings. Provide tape for taping joints to provide vaportight seal. Provide nylon reinforced polyester fabric for use as saddle straps.

2.5 PIPE AND FITTINGS

2.5.1 General: Provide pipe and fittings complying with all applicable codes and good trade practices.

2.5.2 Refrigerant piping: Provide Type ACR hard drawn copper refrigerant piping, specifically designed for refrigerant and cleaned and sealed at the factory. Provide hard drawn copper fittings. Insulate suction lines with 3/4" closed cell rubber insulation. Armaflex or equal.

2.6 OTHER MATERIALS

All other materials not specifically described but required for a complete and proper installation shall be as selected by the Contractor subject to the approval of the project inspector.

PART 3 - EXECUTION

3.1 SURFACE CONDITIONS

3.1.1 Inspection: Prior to all work of this Section, carefully inspect the installed work of all other trades and verify that all such work is complete to the point where this installation may properly commence. Verify that the work of this Section may be completed in strict accordance with all pertinent codes and regulations, the approved Shop Drawings, and the manufacturer's recommendations.

INSTALLATION OF EQUIPMENT

3.2.1 Locations: Install all equipment, duct work, etc. in the most logical and economical locations.

3.2.2 Interferences: Avoid interference with structure, and with work of other trades, preserving adequate headroom and clearing all doors and passageways to the approval of the project manager.

3.2.3 Inspection: Check each piece of equipment in the system for defects, verifying that all parts are properly furnished and installed, that all items function properly, and that all adjustments have been made.

3.2.4 Refrigerant piping: Install refrigerant lines parallel and perpendicular to wall and floor lines. so as to appear straight and in good order. Solder all joints with "Silfos", 15% silver, 5% phosphorus, 80% copper, 1300 degree flow temperature. Make joints with a slow stream of dry nitrogen passing through the piping. Using the specified insulation. insulate all suction lines, coating any exposed-to-weather insulation with a protective coating. Do not cut insulation, insuring that all clamps and hangers do not damage the insulation. Secure piping so that no vibration passes to the building structure. Mount clamps around the outside of insulation using saddles to prevent rupture of the insulation. Do not install traps on vertical run suction lines. Pitch horizontal suction lines slightly towards compressors. Provide all required Refrigerant.

3.3 INSTALLATION OF DUCTWORK

3.3.1 General: Fabricate and install all ductwork in strict accordance the referenced standards.

3.3.2 Sheet metal ductwork:

- 1) Cross-break or kink all flat surfaces to prevent vibration;
- 2) Insulate ducts as specified using materials, adhesives and mechanical fasteners as specified and recommended by the manufacturer;
- 3) Wherever obstructions require a change in duct shape, maintain the equivalent areas.
- 4) Make all duct elbows right angle type with elbow turns or turning blades. or construct with a radius 1-1/2 times the duct width;

3.3.3 Connection: Install and make all necessary connections required for the complete supply; recirculation and exhaust systems indicated on the Drawings, including all duct work grille collars, intake housings, connections, fasteners, hangers, and other items required. Seal all joints to provide an airtight system.

3.3.4 Flexible ductwork The maximum length of flexible ductwork in any branch shall not exceed Engineer's design.

3.4 CLEANING THE SYSTEM

3.4.1 Piping After the piping systems have been tested and proved tight, thoroughly flush out and clean the various piping systems so as to remove all dirt, scale, oil grease and other foreign substances which may have accumulated during the installation process.

3.4.2 Ductwork: After the ductwork has been tested and proved tight, thoroughly clean all components of the ductwork and remove all dirt, scale, oil, and other foreign substances which may have accumulated during the installation process.

3.4.3 Equipment After the equipment has been started and proved operational, carefully clean all accessible parts of each piece of equipment, thoroughly removing all traces of dirt, oil, grease, and other foreign substance.

3.5 CLOSING-IN OF UNINSPECTED WORK

3.5.1 General: Do not allow or cause any of the work of this Section to be covered up or enclosed until it has been inspected, tested, and approved by the Architect and by all other authorities having jurisdiction.

3.5.2 Uncovering Should any of the work of this Section be covered up or enclosed before it has been completely inspected, tested, and approved, do all things necessary to uncover all such work. After the work has been completely inspected, tested, and approved, provide all materials and labor necessary and make all repairs necessary to restore the work to its original and proper condition at no additional cost to the Owner.

3.6 TESTING AND ADJUSTING

3.8.1 General: Provide all necessary personnel, equipment, and services and perform all tests necessary to demonstrate the integrity of the completed installation to the approval of the project inspector and all authorities having jurisdiction. Make all adjustments necessary to balance the completed system.

- 3.8.2 Pipe adjusting : After satisfactory completion of all required testing, operate all piping Systems for not less than three consecutive eight hour days, balancing the circulation as required to achieve a consistent and uniform pattern of operation.
- 3.8.3 Heating, ventilating and air conditioning system: After completion of the work of installation, test and regulate all components of the heating, ventilating and air conditioning systems to conform to the air volumes required. All thermostats, control devices, fans, pumps, etc. shall be adjusted for proper and efficient operation. Certify to project inspector that all adjustments have been made and that the system is operating satisfactorily.
- 3.8.4 Refrigerant lines Test all refrigerant lines under a pressure of 150 psi, and repair leaks Blow out with dry nitrogen at a suitable pressure to ensure against any dirt, scale, etc.. being in the lines. Perform this purging operation before making final connection at the condensing unit. Draw a vacuum on lines to 2916 of mercury. Break vacuum by charging dry refrigerant gas into system, raising the pressure to 0 PSIG. Repeat latter 2 steps for a triple evacuation before final evacuation 5 started. Reduce the system absolute pressure to a maximum of 0.5 millimeters (500 microns) and allow the pump to run at this pressure for a minimum of 2 hours. Record the amount of refrigerant charge by weight, recorded to the nearest 1/4 pound on tags and attach to the liquid line near the condensing unit. Provide the proper amount of refrigerant, as recommended by the manufacturer.

3.9 INSTRUCTING

Upon completion of this portion of the Work and prior to its acceptance by the Owner, furnish all necessary personnel and fully instruct the Owner's maintenance and operation personnel in all aspects of operation and maintenance of the installed systems. Demonstrate the contents of the Operations and Maintenance Manual required to be submitted under Part 1 above.